

## INTERNAL SERVICE FUNDS

This section contains the budgets for the City's seven internal services funds which are administered by various departments. These funds are used to accumulate money to ensure adequate maintenance and replacement of a variety of durable capital goods, and/or to provide various internal services to other departments.

**The funds in this section include:**

General Liability Insurance Fund	Fund 530
Workers Compensation Insurance Fund	Fund 531
Vehicle Equipment Replacement Fund	Fund 532
Office Equipment Maintenance Fund	Fund 533
Municipal Building Replacement Fund	Fund 534
Communications Replacement Fund	Fund 535
Computer Equipment Replacement Fund	Fund 537

# General Liability Insurance Fund

530MS04A

This fund provides for a centralized funding mechanism which protects the City's assets through a comprehensive risk management program. The total cost of the fund is charged to the departments through their 62220 account line-item charges. The General Liability Insurance Fund covers the cost of Citywide insurance premiums and self-insurance programs, including general liability, property, earthquake, crime, volunteer, accidental death and dismemberment, and related broker services. The fund also covers the cost of all litigated and non-litigated claims against the City, including defense costs, settlements, judgments, and civil service arbitrations. The Management Services Department, Risk Management Division, administers the General Liability Insurance Fund.

## FUND SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
<b>Materials, Supplies, Services</b>	\$ 7,530,807	\$ 8,279,135	\$ 6,234,092	\$ (2,045,043)
<b>TOTAL</b>	<u>\$ 7,530,807</u>	<u>\$ 8,279,135</u>	<u>\$ 6,234,092</u>	<u>\$ (2,045,043)</u>

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62055 Outside Legal Services	\$ 117,678	\$ 50,000	\$ 50,000	
62070 Litigation - City Attorney	61,840	50,000	50,000	
62070.1000 Litigation - Plaintiff	830	15,000	15,000	
62070.1001 Litigation - Civil Service	77,181	600,000	200,000	(400,000)
62085 Other Professional Services	95,524	85,000	50,000	(35,000)
62115 Litigation - Airport	229,162	300,000	100,000	(200,000)
62220 Insurance	2,028,496	1,665,000	1,665,000	
62220.1000 Accid. Death & Dismemberment		100,000	100,000	
62220.1001 Earthquake		500,000	500,000	
62220.1005 Special Events	537	3,000	3,000	
62235 Services of Other Dept - Indirect	530,721	659,080	692,539	33,459
62240 Services of Other Dept - Direct	493,323	496,871	308,074	(188,797)
62496 F537 Computer Equip Rental	184	184	479	295
62655.1000 Burbank on Parade		5,000		(5,000)
62875 Judgments - Uninsured Losses	3,895,219	3,750,000	2,500,000	(1,250,000)
62880.1000 Claim Payments	112			
	<u>7,530,807</u>	<u>8,279,135</u>	<u>6,234,092</u>	<u>(2,045,043)</u>
<b>PROGRAM TOTAL</b>	<u>\$ 7,530,807</u>	<u>\$ 8,279,135</u>	<u>\$ 6,234,092</u>	<u>\$ (2,045,043)</u>

# Workers' Compensation Fund

531MS04A

This fund provides for the City's Workers' Compensation Program in an effort to help reduce costs and better serve City employees. Each department contributes to this fund through the applicable expenditure accounts. The Management Services Department, Risk Management Division, administers this fund.

## FUND SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
<b>Materials, Supplies, Services</b>	\$ 9,519,565	\$ 9,137,254	\$ 9,262,766	\$ 125,512
<b>TOTAL</b>	<u>\$ 9,519,565</u>	<u>\$ 9,137,254</u>	<u>\$ 9,262,766</u>	<u>\$ 125,512</u>

## Administration

This program provides for the administration of the City's Workers' Compensation program. Costs that fall under this program include AON ESolutions, which hosts IVOS, the City's claims management software that tracks medical billing and case management. This program also provides professional services such as consultant training and other administrative services. The medical services portion includes first aid administered immediately after a minor injury occurs.

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62085 Other Professional Services	\$ 37,538	\$ 47,267	\$ 47,267	
62125 Medical Services	(19,717)	20,000	20,000	
62235 Services of Other Dept - Indirect	316,171	266,707	380,288	113,581
62240 Services of Other Dept - Direct	683,782	684,882	697,513	12,631
62316 Software and Hardware		55,000	55,000	
62496 F537 Computer Equip Rental	1,291	1,291	591	(700)
	<u>1,019,065</u>	<u>1,075,147</u>	<u>1,200,659</u>	<u>125,512</u>
<b>PROGRAM TOTAL</b>	<u>\$ 1,019,065</u>	<u>\$ 1,075,147</u>	<u>\$ 1,200,659</u>	<u>\$ 125,512</u>

## Re-Insurance Program

This program provides for the City's Workers' Compensation self insurance premium for protection against catastrophic Workers' Compensation claims. The City currently covers all claims up to the first two million and purchases excess Workers' Compensation insurance. The State Self Insurance Fee is the amount the City pays to the State in order to be self insured and is calculated in proportion to payroll for the most recent year available.

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62220 Insurance	\$ 197,389	\$ 187,500	\$ 187,500	
62220.1004 State Self-Insurance Fee	120,000	191,000	191,000	
	<u>317,389</u>	<u>378,500</u>	<u>378,500</u>	
<b>PROGRAM TOTAL</b>	<u>\$ 317,389</u>	<u>\$ 378,500</u>	<u>\$ 378,500</u>	

# Workers' Compensation Fund

## Claims Reserve Program

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This program largely provides for Workers' Compensation claims incurred by City employees. Major expenses that this Fund includes are as follows:

- **Medical** - This portion of the Fund covers payments to doctors, physicians, hospitals, diagnostic testing centers, surgeries, post operative care, physical therapy, acupuncture, pharmaceuticals and chiropractic care for all active claims and future medical care for files with medical care provisions for life. The fund also covers the cost for the City's utilization review management program as well as nurse care management when necessary.
- **Salary Continuation** - Includes 4850 time for both Police and Fire which is up to 1 year full salary on any injury and for Miscellaneous employees up to 6 months full salary on any injury. Once that length of time is exceeded and the employee has not returned to work, the injury is then considered Temporary Disability which is 2/3 of an employees salary with a maximum pay out of \$1,066.72 per week. This is an increase of \$56.22 per week as of January 1, 2013. Temporary Disability payments can be paid up to 2 years.
- **Permanent Disability** - Permanent Disability (PD) is any lasting disability from a work injury or illness that affects an employee's ability to earn a living. This fund covers PD benefits, advances, life pension awards and final awards.
- **Legal Expenses** - This portion of the fund covers when claims are litigated and require outside counsel. The City has a legal panel of 5 law firms specializing in various forms of workers' compensation to assist with litigation. There are claims that are disputed by employees who seek legal action and our attorneys are funded by the City and hired to represent the City's interest.
- **Medata** - This company provides medical bill review services to the City. This consists of analyzing provider billings for coding errors, duplications and fraud, and re-pricing billed charges to the lesser of charges pursuant to the applicable state mandated fee schedule.
- **Photocopying Services** - This covers photocopying for deposition and legal services that are needed.
- **Investigative Services** - This portion of the Fund covers all potential fraudulent claim issues and investigations on employees former Workers' Compensation claims and work history.
- **Unemployment** - This part of the fund pays for unemployment benefits for former employees as required by federal and state law.

		EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62880.1000	Claim Payments	\$ 5,691,068	\$ 6,041,000	\$ 6,041,000	
62880.1001	Change in Liability	889,652			
62885	Work Comp Stat Reim (TDISA)	1,442,607	1,442,607	1,442,607	
62890	Unemployment Insurance	159,784	200,000	200,000	
		<b>8,183,111</b>	<b>7,683,607</b>	<b>7,683,607</b>	
<b>PROGRAM TOTAL</b>		<b>\$ 8,183,111</b>	<b>\$ 7,683,607</b>	<b>\$ 7,683,607</b>	

# Vehicle Equipment Replacement Fund

This Fund provides for the orderly replacement and maintenance of general government vehicular equipment.

## FUND SUMMARY

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	11.837	12.387	12.387	
<b>Salaries &amp; Benefits</b>	\$ 1,398,267	\$ 1,300,031	\$ 1,303,697	\$ 3,666
<b>Materials, Supplies, Services</b>	6,672,715	6,393,702	6,208,459	(185,243)
<b>Capital Outlay</b>		4,320,500	1,563,265	(2,757,235)
<b>Capital Improvements</b>	367,942	90,000		(90,000)
<b>TOTAL</b>	<u>\$ 8,438,924</u>	<u>\$ 12,104,233</u>	<u>\$ 9,075,421</u>	<u>\$ (3,028,812)</u>

## Fleet Program 532PW34A

The fleet program is responsible for the replacement, repair, and maintenance of all general City motorized equipment. This includes equipment ranging from chain saws up to fire engines and landfill bulldozers and everything in between. The Capital Outlay – Vehicles account reflects the cumulative dollars identified for vehicle replacement in FY 2013-14.

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
STAFF YEARS	11.837	12.387	12.387	
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 876,001	\$ 819,698	\$ 829,281	\$ 9,583
60006 Overtime	5,016	7,322	7,322	
60012 Fringe Benefits	228,210	189,432	195,813	6,381
60012.1008 Fringe Benefits - Retiree		5,995	5,995	
60012.1509 Fringe Benefits - Pension	207,210	186,216	176,621	(9,595)
60012.1528 Fringe Benefits - Workers Comp	77,159	91,368	88,665	(2,703)
60015 Wellness Program	37			
60023 Uniform & Tool Allowance	4,634			
	<u>1,398,267</u>	<u>1,300,031</u>	<u>1,303,697</u>	<u>3,666</u>
MATERIALS, SUPPLIES, SERVICES				
62000 Utilities	\$ 106,101	\$ 124,400	\$ 124,400	
62085 Other Professional Services	4,433	26,600	26,600	
62170 Private Contractual Services	84,739	140,000	140,000	
62220 Insurance	101,821	119,453	101,140	(18,313)
62225 Custodial Services	415			
62240 Services of Other Dept - Direct	24,030	23,380	85,619	62,239
62260 Services of PW Mgmt	135,851	63,370		(63,370)
62300 Special Departmental Supplies	45,449	10,872	10,872	
62405 Uniforms & Tools	3,777	8,070	8,070	
62420 Books & Periodicals	39	324	324	
62430 Auto Equip Maint & Repairs	1,744,838	1,700,000	1,700,000	

# Vehicle Equipment Replacement Fund

## Fleet Program

### PW34A (Cont.)

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
62435	General Equip Maint & Repairs	\$ 166	\$ 5,509	\$ 5,509	
62440	Office Equip Maint & Repairs	1,347	1,652	1,652	
62450	Build Grounds Maint & Repairs	(61)	2,070	2,070	
62455	Equipment Rentals	38,846	60,000	60,000	
62475	F532 Vehicle Equipment Rental	84,665	97,908	110,295	12,387
62485	F535 Comm Equip Rental	9,756	12,663	12,663	
62496	F537 Computer Equip Rental	20,702	18,613	17,933	(680)
62700	Memberships & Dues		276	276	
62755	Training	7,157	28,000	28,000	
62780	Fuel - Oil	1,614,824	1,580,000	1,580,000	
62875	Judgments - Uninsured Losses	79,123	100,000	100,000	
62895	Miscellaneous	250	100	100	
63010	Depreciation - Infrastructure	138,850	138,851	138,850	(1)
63015	Depreciation - Mach & Equip	130,935	222,044	96,602	(125,442)
63035	Depreciation - Vehicles	2,215,505	1,847,521	1,839,051	(8,470)
63040	Depreciation - Comps/Software	43,593	43,593		(43,593)
63050	Non-capitalized assets		15,000	15,000	
63131.1002	Overhead Recovery	(4,976)			
63310	Inventory Overhead	40,540	3,433	3,433	
		<b>6,672,715</b>	<b>6,393,702</b>	<b>6,208,459</b>	<b>(185,243)</b>
CAPITAL OUTLAY					
15101	Vehicles - Clearing	\$ 1,063,513	\$ 4,320,500	\$ 1,563,265	\$ (2,757,235)
		<b>1,063,513</b>	<b>4,320,500</b>	<b>1,563,265</b>	<b>(2,757,235)</b>
CAPITAL IMPROVEMENTS					
15042.18410	Replace/Repair Flare at Yard	\$ 42,211	\$ 90,000		\$ (90,000)
15042.19025	Citywide Emergency Generator	273,797			
15042.19616	Installation of New Shear	51,934			
		<b>367,942</b>	<b>90,000</b>		<b>(90,000)</b>
<b>PROGRAM TOTAL</b>		<b>\$ 9,502,437</b>	<b>\$ 12,104,233</b>	<b>\$ 9,075,421</b>	<b>\$ (3,028,812)</b>

# Office Equipment Replacement Fund

This Fund provides for the orderly replacement and maintenance of office equipment such as furniture, tools, and machines. These activities are coordinated through the Financial Services Department's Budget Division.

## BUDGET HIGHLIGHTS

The Capital Outlay-Holding account provides for scheduled replacement of all office equipment that is at the end of its useful life, pending staff review. During the year, funds from this account are released into a designated account to replace assets.

For FY 2013-14, \$6.4 million in Contributions to Other Funds have been budgeted to offset shortfalls in the Workers Compensation Fund balance (Fund 531) and the Municipal Building Replacement Fund balance (Fund 534).

## FUND SUMMARY

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
<b>Materials, Supplies, Services</b>	\$ 398,028	\$ 387,988	\$ 372,074	\$ (15,914)
<b>Capital Outlay</b>	58,566	134,826	113,670	(21,156)
<b>Contributions To Other Funds</b>	197,955	126,882	6,400,000	6,273,118
<b>TOTAL</b>	<u>\$ 654,549</u>	<u>\$ 649,696</u>	<u>\$ 6,885,744</u>	<u>\$ 6,236,048</u>

## Non-Departmental 533ND000

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62440 Office Equip Maint & Repairs		\$ 50,000		\$ (50,000)
62496 F537 Computer Equip Rental	404	237	237	
63015 Depreciation - Mach & Equip	251,706	185,010	217,151	32,141
63040 Depreciation - Communication	8,145	536	10,278	9,742
63045 Depreciation - Other	7,616	3,549	548	(3,001)
63050 Non-Capitalized Assets	100			
	<u>267,971</u>	<u>239,332</u>	<u>228,214</u>	<u>(11,118)</u>
<b>CAPITAL OUTLAY</b>				
70011 Operating Equipment	\$ 58,566			
70020 Holding - Capital		134,826	113,670	(21,156)
	<u>58,566</u>	<u>134,826</u>	<u>113,670</u>	<u>(21,156)</u>
<b>CONTRIBUTIONS TO OTHER FUNDS</b>				
85101.0001 Contribution to Fund 001	\$ 197,955	\$ 126,882		\$ (126,882)
85101.0531 Contribution to Fund 531			5,900,000	5,900,000
85101.0534 Contribution to Fund 534			500,000	500,000
	<u>197,955</u>	<u>126,882</u>	<u>6,400,000</u>	<u>6,273,118</u>
<b>PROGRAM TOTAL</b>	<u>\$ 524,492</u>	<u>\$ 501,040</u>	<u>\$ 6,741,884</u>	<u>\$ 6,240,844</u>

## Office Equipment Replacement Fund

This section contains items budgeted within multiple departmental cost centers contained within this fund. The Non-Capitalized Assets accounts were set up in FY 2003-04 to serve as a yearly office equipment "allowance" for City Departments. Departments may use these accounts to purchase items costing less than \$5,000.

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
CC01D.63050 Non-Capitalized Assets		\$ 259	\$ 259	
CD21A.63050 Non-Capitalized Assets		467		(467)
CD23A.63050 Non-Capitalized Assets		166		(166)
CD31A.63050 Non-Capitalized Assets		319	319	
CD35A.63050 Non-Capitalized Assets		164	164	
CD41A.63050 Non-Capitalized Assets		932	932	
CP01A.63050 Non-Capitalized Assets		259	259	
CT01A.63050 Non-Capitalized Assets		612	612	
FD01A.63050 Non-Capitalized Assets	6,911	2,191	2,191	
FD02A.63050 Non-Capitalized Assets	69,794	24,530	24,530	
FD03A.63050 Non-Capitalized Assets	4,271	3,917	3,917	
FD04A.63050 Non-Capitalized Assets	4,989	3,740	3,740	
FN01A.63050 Non-Capitalized Assets		634	634	
FN02A.63050 Non-Capitalized Assets		647	647	
IT01A.63050 Non-Capitalized Assets		172	172	
LB01A.63050 Non-Capitalized Assets		11,765	11,765	
LB02A.63050 Non-Capitalized Assets		996	996	
MS02A.63050 Non-Capitalized Assets		3,145	3,145	
MS03A.63050 Non-Capitalized Assets		432	432	
PD01A.63050 Non-Capitalized Assets	3,986	2,898	2,898	
PD02A.63050 Non-Capitalized Assets	1,679	1,051	1,051	
PD03A.63050 Non-Capitalized Assets	37,708	45,864	45,864	
PD04A.63050 Non-Capitalized Assets		138	138	
PD07A.63050 Non-Capitalized Assets	719	1,180	1,180	
PR21A.63050 Non-Capitalized Assets		1,924	1,924	
PR22A.63050 Non-Capitalized Assets		2,093	2,093	
PR23A.63050 Non-Capitalized Assets		7,362	7,362	
PR24A.63050 Non-Capitalized Assets		443		(443)
PR25A.63050 Non-Capitalized Assets		147		(147)
PR27A.63050 Non-Capitalized Assets		563		(563)
PR31A.63050 Non-Capitalized Assets		2,010	2,010	
PR31B.63050 Non-Capitalized Assets		221	221	
PR31E.63050 Non-Capitalized Assets		1,110	1,110	
PR32A.63050 Non-Capitalized Assets		885	885	
PR32B.63050 Non-Capitalized Assets		2,987	2,987	
PR32C.63050 Non-Capitalized Assets		626	626	
PR32D.63050 Non-Capitalized Assets		314	314	
PR32F.63050 Non-Capitalized Assets		2,784	2,784	
PR46A.63050 Non-Capitalized Assets		7,105	7,105	
PW11A.63050 Non-Capitalized Assets		282	282	
PW22A.63050 Non-Capitalized Assets		488	488	
PW22B.63050 Non-Capitalized Assets		1,585	1,585	
PW22D.63050 Non-Capitalized Assets		2,120	2,120	
PW23C.63050 Non-Capitalized Assets		1,619		(1,619)
PW31A.63050 Non-Capitalized Assets		597		(597)
PW32C.63050 Non-Capitalized Assets		216	216	



## Office Equipment Replacement Fund (cont.)

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES (cont.)				
PW33A.63050 Non-Capitalized Assets		\$ 2,418	\$ 2,418	
PW33B.63050 Non-Capitalized Assets		834	834	
PW34A.63050 Non-Capitalized Assets		794		(794)
PW35A.63050 Non-Capitalized Assets		651	651	
	<b>130,057</b>	<b>148,656</b>	<b>143,860</b>	<b>(4,796)</b>
<b>PROGRAM TOTAL</b>	<b>\$ 130,057</b>	<b>\$ 148,656</b>	<b>\$ 143,860</b>	<b>\$ (4,796)</b>

## Municipal Building Maintenance Fund

This Fund provides for the maintenance of general government buildings. The Public Works Department administers this Fund and Park, Recreation and Community Services handles a portion of funds specifically designated for park facilities projects. Fund 534's funding comes from five percent of the City's sales tax revenues.

### FUND SUMMARY

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	1,000	1,000	1,000	
<b>Salaries &amp; Benefits</b>	\$ 57,449	\$ 67,748	\$ 69,286	\$ 1,538
<b>Materials, Supplies, Services</b>	2,137,372	2,436,062	2,818,992	382,930
<b>Capital Improvements</b>	561,202	3,145,862	825,000	(2,320,862)
<b>TOTAL</b>	<b>\$ 2,756,023</b>	<b>\$ 5,649,672</b>	<b>\$ 3,713,278</b>	<b>\$ (1,936,394)</b>

## Park Facilities Maintenance Program

**534PR21A**

Park, Recreation and Community Services receives a set portion of funds from the allocation to Fund 534 to be used towards maintenance of park facilities. Each year, staff evaluates needs and may allocate toward specific projects as designated in the Capital Improvements section. Specific details on each of the identified projects may be found within the Capital Improvement Program (CIP) budget.

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services	\$ 57,411	\$ 50,000	\$ 100,000	\$ 50,000
62450 Build Grounds Maint & Repairs	17,516	100,000	200,000	100,000
63000 Depreciation - Land Imprvmnts		9,172	9,172	
63005 Depreciation - Buildings		36,547	36,547	
63010 Depreciation - Infrastructure	3,910	67,800	91,877	24,077
63015 Depreciation - Mach & Equip		5,384	5,384	
63045 Depreciation - Other Non-Utility		8,138	2,632	(5,506)
	<b>78,837</b>	<b>277,041</b>	<b>445,612</b>	<b>168,571</b>

# Municipal Building Maintenance Fund

## Park Facilities Maintenance Program

**534PR21A (cont.)**

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
CAPITAL IMPROVEMENTS				
15022.18645 Izay (Riggio) Park Rstrm Reno		\$ 30,000		\$ (30,000)
15032.17622 Irrigation Repairs/Improvements	2,130	50,000	50,000	
15032.19055 Mountain View Park Rstrm Reno	15,496			
15032.20618 Drinking Fountain Improvements		50,000		(50,000)
15032.20619 Verdugo Park Restroom Reno		150,000		(150,000)
15032.20620 Verdugo Park Play Equipment		300,000		(300,000)
15032.20667 Johnny Carson Park Play Equip		300,000		(300,000)
	<b>17,626</b>	<b>880,000</b>	<b>50,000</b>	<b>(830,000)</b>
<b>PROGRAM TOTAL</b>	<b>\$ 96,463</b>	<b>\$ 1,157,041</b>	<b>\$ 495,612</b>	<b>\$ (661,429)</b>

## Field Services - Building Maintenance

**534PW33A**

Public Works' Building Maintenance Division oversees a variety of projects related to the improvement of existing municipal facilities. The Private Contractual Services account is used to fund building core systems maintenance & repair contracts.

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
STAFF YEARS	1.000	1.000	1.000	
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 37,529	\$ 38,034	\$ 39,959	\$ 1,925
60012 Fringe Benefits	5,455	14,367	14,819	452
60012.1008 Fringe Benefits - Retiree		484	484	
60012.1509 Fringe Benefits - Pension	9,160	8,546	8,266	(280)
60012.1528 Fringe Benefits - Workers Comp	5,171	6,317	5,758	(559)
60031 Payroll Adjustment	134			
	<b>57,449</b>	<b>67,748</b>	<b>69,286</b>	<b>1,538</b>
MATERIALS, SUPPLIES, SERVICES				
62000 Utilities	\$ 163,221	\$ 230,000	\$ 180,000	\$ (50,000)
62170 Private Contractual Services	1,068,706	1,145,000	1,320,000	175,000
62170.16665 Misc Paint/Repairs Various Bldg	72,641	73,000	60,000	(13,000)
62170.17420 Pop Up Projects	15,915	107,000	100,000	(7,000)
62170.20307 Plumbing Rehabilitation	30,000			
62170.20308 Electrical Rehabilitation	28,752			
62170.20309 HVAC Rehabilitation	20,500			
62220 Insurance		29,863	15,443	(14,420)
62300 Special Departmental Supplies	2,937			
62485 Fund 535 Comm Equip Rental		50,149	50,149	
62496 Fund 537 Computer System	1,061	1,719	1,719	
62700 Memberships & Dues	154			
62895 Miscellaneous Expenses	18			
63000 Depreciation - Land	9,698	525	525	
63005 Depreciation - Buildings	232,268	195,685	200,241	4,556
63010 Depreciation - Infrastructure	144,334	65,185	106,026	40,841

**Municipal Building Maintenance Fund**  
**Field Services - Building Maintenance**  
**534PW33A (cont.)**

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES (cont.)					
63011	Depreciation - Road & Street	1,558	1,558	1,558	
63014	Depreciation - Parks & Street	250	250	250	
63015	Depreciation - Mach & Equip	247,370	259,087	337,469	78,382
63045	Depreciation - Other	19,152			
		<b>2,058,535</b>	<b>2,159,021</b>	<b>2,373,380</b>	<b>214,359</b>
CAPITAL IMPROVEMENTS					
15022.15704	Waterproofing of ASB	\$ 35,196			
15022.18423	HVAC Repair/Replc Police/Fire	58,660			
15022.19619	Inspect HazMat at City Facilities	86,422			
15022.19626	Roof Repair/Replace at 7 Fac	1,050			
15022.19646	Resurface Lots/Drives	252,830			
15022.20079	Nature Center Windows	304			
15022.20080	EOC Generator Installation	20,158			
15022.20541	Annual Roof Survey & Inspection		18,000		(18,000)
15022.20542	Annual Roof Repair/Replacem		480,000		(480,000)
15022.20543	HVAC Repair/Replacement		780,000	250,000	(530,000)
15022.20554	Animal Shelter Kennel & Termite		200,000		(200,000)
15022.20938	Annual HazMat Abatement			50,000	50,000
15022.20940	City Hall Paint & Flooring			20,000	20,000
15022.20941	Downtown Metrolink Stn Elevator			60,000	60,000
15022.20942	ASB Fire Sprinkler Installation			175,000	175,000
15022.20943	Verdugo Recreation Center			140,000	140,000
15022.20944	McCambridge Exterior Repairs			50,000	50,000
15032.12986	Citywide Seismic Retrofit Design		787,862	30,000	(757,862)
15032.17475	ASB HVAC Modification	3,500			
15032.17551	City Facilities Roof Repairs	26,796			
70019.18423	HVAC Repair/Replc Police/Fire	58,660			
		<b>543,576</b>	<b>2,265,862</b>	<b>775,000</b>	<b>(1,490,862)</b>
<b>PROGRAM TOTAL</b>		<b>\$ 2,659,560</b>	<b>\$ 4,492,631</b>	<b>\$ 3,217,666</b>	<b>\$ (1,274,965)</b>

# Communication Equipment Replacement Fund

This Fund provides for the maintenance, operation, and replacement of communications equipment, such as telephones, radios, etc. The Fund also provides support for public address and video casting systems. The departments are billed for these services in the Communication Rental (62485) accounts. The Burbank Water & Power Department administers this Fund.

## FUND SUMMARY

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	6.000	6.000	6.000	
<b>Salaries &amp; Benefits</b>	\$ 939,094	\$ 705,991	\$ 667,752	\$ (38,239)
<b>Materials, Supplies, Services</b>	2,029,894	2,240,887	2,088,652	(152,235)
<b>Capital Outlay</b>	108,527	1,429,800	3,002,600	1,572,800
<b>TOTAL</b>	<u>\$ 3,077,515</u>	<u>\$ 5,082,669</u>	<u>\$ 5,759,004</u>	<u>\$ 676,335</u>

## Telephone System 535PS71A-B

This program provides the maintenance, operation and replacement of the City's telephone system.

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
STAFF YEARS	0.700	0.830	1.000	0.170
SALARIES & BENEFITS				
60001 Salaries & Wages		\$ 215,677	\$ 219,953	\$ 4,276
60006 Overtime		15,000	15,000	
60012 Fringe Benefits		79,807	82,508	2,701
60020 Project Salaries	337,302	(55,889)	150,000	205,889
60021 Project Salaries Overhead	217,053	(64,272)	172,500	236,772
60023 Uniform & Tool Allowance	2,148	1,860	1,916	56
	<b>556,503</b>	<b>192,183</b>	<b>641,877</b>	<b>449,694</b>
MATERIALS, SUPPLIES, SERVICES				
62000 Utilities	\$ 279,038	\$ 279,850	\$ 280,300	\$ 450
62085 Other Professional Services			50,000	50,000
62170 Private Contractual Services	78,727	177,500	177,500	
62300 Special Departmental Supplies	7,055	25,000	27,000	2,000
62310 Office Supplies	471	700	700	
62315 Radio Supplies & Maintenance	39			
62316 Software & Hardware	19,315	51,500		(51,500)
62320 Telephone Supplies & Maint	16,689	50,000	17,750	(32,250)
62400 Telephone Supplies Handling		12,800	13,500	700
62420 Books & Periodicals		200		(200)
62440 Office Equipment Maint & Repair	1,666	1,000	1,030	30
62450 Build Grounds Maint & Repairs	552			
62485 F535 Comm Equip Rental	16,410	19,508	20,025	517
62496 F537 Computer Equip Rental	976	1,047	1,047	

# Communication Equipment Replacement Fund

## Telephone System

### 535PS71A-B (cont.)

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES (cont.)				
62710 Travel		6,200	6,386	186
62755 Training		40,000	41,200	1,200
62895 Miscellaneous	32			
63047 Depreciation - Telephone	416,818	401,000		(401,000)
63131.1000 Overhead Recovery - Fleet	10,912	4,120	9,166	5,046
63310 Inventory Overhead	353		1,882	1,882
	<b>849,053</b>	<b>1,070,425</b>	<b>647,486</b>	<b>(422,939)</b>
CAPITAL OUTLAY				
15022.20363 Buildout Fiber Connectivity	\$ 108,527			
15042.18762 City Phone System		42,300		(42,300)
15042 Mach & Equip/Other Assets		25,000	62,100	37,100
15141 Telephone System-Clearing			55,500	55,500
	<b>108,527</b>	<b>67,300</b>	<b>117,600</b>	<b>50,300</b>
<b>PROGRAM TOTAL</b>	<b>\$ 1,514,083</b>	<b>\$ 1,329,908</b>	<b>\$ 1,406,963</b>	<b>\$ 77,055</b>

## Radio System

### 535PS72A-B/PS73A

This program provides the maintenance, operation and replacement of the City's UHF Radio system.

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
STAFF YEARS	5.300	5.170	5.000	(0.170)
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 683,690	\$ 378,984	\$ 387,796	\$ 8,812
60006 Overtime	39,993	28,000	28,000	
60012 Fringe Benefits	104,002	136,964	143,439	6,475
60012.1509 Fringe Benefits - Pension	105,345			
60012.1528 Fringe Benefits - Workers Comp	18,585			
60015 Wellness Program	675			
60020 Project Salaries	(358,980)	(15,944)	(250,000)	(234,056)
60021 Project Salaries Overhead	(229,813)	(18,336)	(287,500)	(269,164)
60023 Uniform & Tool Allowance	5,576	4,140	4,140	
60031 Payroll Adjustment	13,518			
	<b>382,591</b>	<b>513,808</b>	<b>25,875</b>	<b>(487,933)</b>

# Communication Equipment Replacement Fund Radio System

535PS72A-B/PS73A (cont.)

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services		\$ 10,000	\$ 10,000	
62170	Private Contractual Services	3,351	4,921		(4,921)
62220	Insurance	4,728	7,466	6,417	(1,049)
62300	Special Departmental Supplies	9,320			
62315	Radio Supplies & Maintenance	62,595	100,000	90,000	(10,000)
62316	Software & Hardware		10,000	10,000	
62320	Telephone Supplies	190			
62330	Radio Batteries	28,547	12,000	12,000	
62395	Radio Supplies Handling		7,500	7,500	
62420	Books & Periodicals		500	500	
62430	Auto Equipment Maint & Repairs	74	500	500	
62435	General Equip Maint & Repairs	15	11,500	11,845	345
62450	Build Grounds Maint & Repairs	7,105			
62465	Building Rentals	43,388	56,000	58,800	2,800
62496	F537 Computer Equip Rental	3,915	314	314	
62700	Memberships & Dues	720	690	750	60
62710	Travel	850	4,700		(4,700)
62755	Training	497	1,000	12,102	11,102
62895	Miscellaneous	26,886			
63005	Depreciation - Buildings				
63015	Depreciation - Mach & Equip				
63046	Depreciation - Radio	978,411	936,000	1,211,000	275,000
63131	Overhead Recovery	9,227		7,751	7,751
63310	Inventory Overhead	1,022	7,371	1,687	(5,684)
		<b>1,180,841</b>	<b>1,170,462</b>	<b>1,441,166</b>	<b>270,704</b>
CAPITAL OUTLAY					
15021	Bldg Improvements/Infrastructure		\$ 112,500	\$ 800,000	\$ 687,500
15041	Mach & Equip/Other Assets		1,125,000	21,000	(1,104,000)
15141	Radio-Clearing		125,000	2,064,000	1,939,000
			<b>1,362,500</b>	<b>2,885,000</b>	<b>1,522,500</b>
<b>PROGRAM TOTAL</b>		<b>\$ 1,563,432</b>	<b>\$ 3,046,770</b>	<b>\$ 4,352,041</b>	<b>\$ 1,305,271</b>

# Computer Equipment Replacement Fund

537IT01-05A

This Fund supports the maintenance, replacement and upgrade of existing and new computer and network equipment as well as software. These activities are coordinated through the Information Technology Department. OPERATIONS provides for the replacement of personal computers and peripheral equipment, other hardware and software needs. NETWORKING provides for the network infrastructure. ORACLE provides for the financials (including budget and payroll), human resources, and work order/asset management systems.

## FUND SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years		2,000	2,000	
Salaries & Benefits		\$ 151,313	\$ 158,110	\$ 6,797
Materials, Supplies, Services	4,376,610	4,170,028	3,193,015	(977,013)
Capital Outlay	51,695	162,000	202,500	40,500
<b>TOTAL</b>	<b>\$ 4,428,305</b>	<b>\$ 4,483,341</b>	<b>\$ 3,553,625</b>	<b>\$ (929,716)</b>

## Operations

537IT01A

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services		\$ 40,000		\$ (40,000)
62240 Services of Other Dept-Direct	113,096			
62440 Office Equip Maint & Repairs	204,681	300,000	275,000	(25,000)
62496 F537 Computer Equip Rentals	1,680	3,372	3,372	
63040 Depreciation - Comps./Software	739,194	825,922	742,682	(83,240)
63050 Non-Capitalized Assets - PCs	51,289	500,000	200,000	(300,000)
	<b>1,109,940</b>	<b>1,669,294</b>	<b>1,221,054</b>	<b>(448,240)</b>
<b>PROGRAM TOTAL</b>	<b>\$ 1,109,940</b>	<b>\$ 1,669,294</b>	<b>\$ 1,221,054</b>	<b>\$ (448,240)</b>

## Networking

537IT02A

	EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
STAFF YEARS		2,000	2,000	
SALARIES & BENEFITS				
60001 Salaries & Wages		\$ 97,495	\$ 102,431	\$ 4,936
60012 Fringe Benefits		29,442	30,469	1,027
60012.1008 Fringe Benefits - Retiree		968	968	
60012.1509 Fringe Benefits - Pension		21,907	21,190	(717)
60012.1528 Fringe Benefits - Workers Comp		1,501	3,052	1,551
		<b>151,313</b>	<b>158,110</b>	<b>6,797</b>

# Computer Equipment Replacement Fund Networking

## 537IT02A (cont.)

		EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services		\$ 50,000	\$ 35,000	\$ (15,000)
62440	Office Equip Maint & Repairs	228,247	300,000	325,000	25,000
63040	Depreciation - Comps/Software	227,000	188,950	102,816	(86,134)
63050	Non-capitalized assets	7,770	50,000	50,000	
		<b>463,017</b>	<b>588,950</b>	<b>512,816</b>	<b>(76,134)</b>
CAPITAL OUTLAY					
15111	Computers & Software-Clearing		\$ 139,000	\$ 143,000	\$ 4,000
			<b>139,000</b>	<b>143,000</b>	<b>4,000</b>
<b>PROGRAM TOTAL</b>		<b>\$ 463,017</b>	<b>\$ 879,263</b>	<b>\$ 813,926</b>	<b>\$ (65,337)</b>

# Geographic information Systems (GIS)

## 537IT03A

		EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 10,920	\$ 58,000	\$ 50,000	\$ (8,000)
62440	Office Equip Maint & Repairs	25,898	32,000	32,000	
		<b>36,818</b>	<b>90,000</b>	<b>82,000</b>	<b>(8,000)</b>
CAPITAL OUTLAY					
15111	Computers & Software-Clearing			\$ 15,000	\$ 15,000
				<b>15,000</b>	<b>15,000</b>
<b>PROGRAM TOTAL</b>		<b>\$ 36,818</b>	<b>\$ 90,000</b>	<b>\$ 97,000</b>	<b>\$ 7,000</b>

# Oracle

## 537IT04A

		EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 149,956	\$ 144,000	\$ 40,000	\$ (104,000)
62440	Office Equip Maint & Repairs	344,442	375,000	350,000	(25,000)
62755	Training	7,497			
63040	Depreciation - Comps./Software	1,762,994	1,004,093	690,975	(313,118)
63050	Non-capitalized assets	10,041			
		<b>2,274,930</b>	<b>1,523,093</b>	<b>1,080,975</b>	<b>(442,118)</b>
CAPITAL OUTLAY					
15112.16696	Computers & Software - ERP	\$ 1,535			
		<b>1,535</b>			
<b>PROGRAM TOTAL</b>		<b>\$ 2,276,465</b>	<b>\$ 1,523,093</b>	<b>\$ 1,080,975</b>	<b>\$ (442,118)</b>



# Computer Equipment Replacement Fund

## Document Imaging

537IT05A

	EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
	FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
63040 Depreciation - Comps./Software	\$ 502			
62440 Office Equip Maint & Repairs	18,285	20,000	20,000	
	<b>18,787</b>	<b>20,000</b>	<b>20,000</b>	
<b>PROGRAM TOTAL</b>	<b>\$ 18,787</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	

# Computer Equipment Replacement Fund

This section contains items that are budgeted within multiple departmental cost centers contained in this fund.

	EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
	FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
PW34A.62430 Auto Equipment Maint & Repairs	\$ (34)			
CC01A.62440 Office Equip Maint & Repairs		5,250	5,250	
CD26A.62440 Office Equip Maint & Repairs	15,138	16,198	15,813	(385)
CD32B.62440 Office Equip Maint & Repairs	7,610	7,639	7,989	350
CD41A.62440 Office Equip Maint & Repairs	190,481	112,927		(112,927)
CD42A.62440 Office Equip Maint & Repairs			110,000	110,000
CM02A.62440 Office Equip Maint & Repairs	35,778	42,683	43,289	606
FD01A.62440 Office Equip Maint & Repairs	7,820	8,526	11,361	2,835
FD04A.62440 Office Equip Maint & Repairs	9,800	10,290	10,290	
PD01A.62440 Office Equip Maint & Repairs	148,247	35,000	32,000	(3,000)
PD04A.62440 Office Equip Maint & Repairs	7,308	7,673	7,673	
PR32A.62440 Office Equip Maint & Repairs	8,039	8,373	8,373	
PW21B.62440 Office Equip Maint & Repairs	42,638	24,132	24,132	
PD01A.63050 Non Capitalized Assets	293			
	<b>473,118</b>	<b>278,691</b>	<b>276,170</b>	<b>(2,521)</b>
CAPITAL OUTLAY				
PD01A.15111 Computers & Software-Clearing		\$ 23,000	\$ 29,500	\$ 6,500
PD01A.15112 Upgrade & Enhancements-19491	50,160			
PW21A.15111 Computers & Software-Clearing			15,000	15,000
	<b>50,160</b>	<b>23,000</b>	<b>44,500</b>	<b>21,500</b>
<b>PROGRAM TOTAL</b>	<b>\$ 523,278</b>	<b>\$ 301,691</b>	<b>\$ 320,670</b>	<b>\$ 18,979</b>

**VEHICLE EQUIPMENT REPLACEMENT FUND**  
**AUTHORIZED POSITIONS**

CLASSIFICATION TITLES Full Time	STAFF YEARS 2011-12	STAFF YEARS 2012-13	STAFF YEARS 2013-14	CHANGE FROM PRIOR YEAR
FLEET SUPT	1.000			
FLEET SERVICES SUPV	1.000			
SR FLEET MAINT. TECH	2.000	3.000	3.000	
FLEET MAINT. TECH	4.000	4.000	4.000	
<b>TOTAL FULL TIME</b>	<b>8.000 (8)</b>	<b>7.000 (7)</b>	<b>7.000 (7)</b>	
Part Time	*	*	*	
FLEET SUPT		0.850 (1)	0.850 (1)	
FLEET SERVICES SUPV		0.700 (1)	0.700 (1)	
SKILLED WORKER	0.500 (1)	0.500 (1)	0.500 (1)	
WELDER	0.797 (1)	0.797 (1)	0.797 (1)	
FLEET MAINT. TECH	1.859 (3)	1.859 (3)	1.859 (3)	
TIRE MAINT WKR	0.681 (1)	0.681 (1)	0.681 (1)	
<b>TOTAL PART TIME</b>	<b>3.837</b>	<b>5.387</b>	<b>5.387</b>	
<b>TOTAL STAFF YEARS</b>	<b>11.837 (14)</b>	<b>12.387 (15)</b>	<b>12.387 (15)</b>	

\* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

**MUNICIPAL BUILDING REPLACEMENT FUND**  
**AUTHORIZED POSITIONS**

CLASSIFICATION TITLES Full Time	STAFF YEARS 2011-12	STAFF YEARS 2012-13	STAFF YEARS 2013-14	CHANGE FROM PRIOR YEAR
UTILITY WORKER	1.000	1.000	1.000	
<b>TOTAL FULL TIME</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	
	*	*	*	
<b>TOTAL STAFF YEARS</b>	<b>1.000 (1)</b>	<b>1.000 (1)</b>	<b>1.000 (1)</b>	

\* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

**COMMUNICATIONS EQUIPMENT REPLACEMENT FUND**  
**AUTHORIZED POSITIONS**

CLASSIFICATION TITLES Full Time	STAFF YEARS 2011-12	STAFF YEARS 2012-13	STAFF YEARS 2013-14	CHANGE FROM PRIOR YEAR
MANAGER COMM SYSTEMS	1.000	1.000	1.000	
COMM TECHNICIAN SUPV	1.000	1.000	1.000	
SR COMM TECHNICIAN	1.000	1.000	1.000	
COMM TECHNICIAN	3.000	3.000	3.000	
TOTAL FULL TIME	6.000	6.000	6.000	
	*	*	*	
<b>TOTAL STAFF YEARS</b>	6.000 (6)	6.000 (6)	6.000 (6)	

\* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

COMMUNICATIONS FUND AUTHORIZED POSITIONS ARE ALSO LISTED WITHIN THE BWP BUDGET.

**COMPUTER EQUIPMENT REPLACEMENT FUND**  
**AUTHORIZED POSITIONS**

CLASSIFICATION TITLES Full Time	STAFF YEARS 2011-12	STAFF YEARS 2012-13	STAFF YEARS 2013-14	CHANGE FROM PRIOR YEAR
TECH SUPPORT ANALYST I		2.000	2.000	
TOTAL FULL TIME		2.000	2.000	
			*	
<b>TOTAL STAFF YEARS</b>		2.000 (2)	2.000 (2)	

\* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

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